



CHARLIE COMPANY, TRAINING SUPPORT BATTALION



WELCOME!

Welcome to Charlie Company, Training Support Battalion. Our mission is to support you, the reclassification and ASI Soldier.

You are here to attend a course of instruction and that will be your primary focus. You will be one of approximately 250 Soldiers assigned to the company. You must bring all your basic clothing issue, 201 file, medical records (to include over 40 physical), dental records, and the pre-execution checklist (located in Appendix H, TRADOC Reg 350-18). You will have an assigned platoon sergeant, whose role is to support your needs, monitor your actions, and professionally develop you. If you are here for an MOS producing course, the APFT is a graduation requirement. Our PT program is tough and challenging IAW 21-20. We highly encourage you to come physically fit and prepared to meet this requirement. Student attending MOS producing courses will also participate in a 4-day CPX/FTX as a prerequisite for graduation.

We look forward to meeting each and every one of you! Again, welcome!!

MOTIVATED, DEDICATED, SECOND TO NONE! CHARLIE ROCKS!!



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REPORTING IN

- Upon arrival, report to building 2245 located in Magruders Street. We will issue you linen and any TA 50 you will need. Ensure you bring all your basic issue: 4 sets of BDUs, class A's, 2 sets of PT uniform, 2 pair of boots, etc. (See minimum packing list enclosed)
- You must meet the height and weight standards IAW AR 600-9. If not, you will not be allowed to enroll in any course and will return to your unit. Weigh in is conducted on Sunday or the first workday after arrival.
- SFC and above will reside in Magruders Transient Area (Army Lodging). SGT and SSG may reside in the barracks. However, if space is not available they may reside in Magruders Transient Area at the discretion of the company commander. All other soldiers in the grade of SPC and below will reside in the barracks (bldg 2245). All soldiers are directed to use the dining facility.

GOVERNMENT CREDIT CARD

- Since there is a possibility that SGT and above may have to make “other than” barracks living arrangements, ensure you have a government credit card. Ask your home unit to issue you a government credit card.



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COMPANY DUTIES

- While you are at Charlie Company, you will be required to perform CQ (E-5 and above) and Assistant CQ (E-4 and below) duties.

PLATOON STANDARD

- The following standards of appearance are required of all personnel assigned to C Co:

- Males will be clean shaven prior to the first formation of the day.
- Uniforms will be clean and present a proper military appearance:
 - Proper fit
 - Correct and authorized awards, insignia, and identification tapes
 - Footwear highly shined
 - Hair worn at the appropriate standard (haircuts, ribbons, and berets)
- Identification card maintained on person while on duty
- Jewelry will be tasteful and not interfere with daily activities IAW

AR 670-1

- Civilian attire is authorized while assigned to this company during after duty hours and weekends, but must be in good taste.



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LEAVES AND PASSES

- On the weekend, you are authorized a mileage pass using the following limitations:

2 Day weekend - 250 miles

3 Day weekend - 350 miles

4 Day weekend - 450 miles

PHYSICAL

TRAINING

- PT Uniform consists of the following:
 - Army shorts, shirt, pants, jacket, gloves, and knit cap (seasonal)
 - White calf length socks and running shoes
- PT is conducted five days a week from 0530-0650
- A diagnostic PT test will be given 11-15 days after arrival. Failure of a diagnostic PT test will result in enrollment in the special population PT program and no pass privileges .
- A record PT test will be given two weeks prior to the graduation date. Passing this test is a course requirement for graduation from MOS producing courses.



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POVS

- POVs are not authorized to drive to and from school. Students will march to school everyday. Authorized parking is the Sumter Street parking lot. There are no other authorized parking areas for students. POVs are privileges that can be revoked at anytime. A POV inspection will be completed prior to approval of mileage pass requests.

PHONES

- Military phones are for military use only. Pay phones are provided on each floor at the end of the hallway for your use. Limit your calls to ten (10) minutes, if there is another students waiting for the phone.

SICK CALL

- Sick call is from 0700-0900, Monday thru Friday. The troop medical clinic is located adjacent to the Moncrief Community Hospital (Bldg 4500). You will obtain a sick call slip from your platoon sergeant or cadre member prior to the 0530 accountability and PT formation. The sick call slip must be signed by your platoon sergeant or cadre member. The uniform for sick call is



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SMOKING/SMOKELESS TOBACCO

- There will be no smoking/use of tobacco in the company area except in the designated smoking area. Smoking in building 2245 will be at the picnic tables provided.

ACCOUNTABILITY

- During your tenure at this company, you are responsible for the assurance of accountability of your whereabouts with the cadre at all times. A sign-out sheet will be maintained in the platoon sergeants' area for this purpose. The sign-out sheet will be used during duty hours.
Any appointments will be brought to the platoon sergeant and verified for approval. Failure to inform the platoon sergeant or the cadre of your whereabouts, or to get proper release from the school will result in appropriate corrective action(s). The only appointments that justifies any student's release from class are as follows:

-Legal

-Finance

-Security Clearance



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BULLETIN BOARDS



- You are required to read the bulletin boards three (3) times daily. Any special instructions, duty rosters, mail, and policy letters will be posted on these boards for your information. Failure to adhere to the above could result in, untimely decisions pertaining to your personal and professional needs. Your making ignorance of a posted information is NOT an accepted reason for any violation.

FRATERNIZATION AND IMPROPER ASSOCIATION

- At no time will there be or attempt to be any fraternization or improper association between permanent party and personnel in training.
- Personnel attached to this unit for training will not conduct **personal business** with AIT or cadre (assigned or attached to SSI or 187th) personnel. This includes after duty hours. Any violation will result in UCMJ action.



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VISITATION

- All visitors must sign in with the CQ and request to see you. The CQ will monitor all visitors and at no time will they enter the living areas without cadre authorization. Personnel may leave messages with the CQ, which will be hung on the message board in the CQ area. At no time will the CQ be required to deliver any message.

ALCOHOL

- No alcohol is allowed in any Charlie Company living areas, barracks or parking lots.

MILITARY CUSTOMS AND COURTESIES

- Always maintain appropriate standards of military customs and courtesies. Stand at Parade Rest when talking to NCOs and address them by their rank. Stand at attention when talking to officers and address them as ma'am or sir.